

**EFFECTIVE**

October 1, 1998

**SUBJECT**

Volunteer Services Data Collection and Reporting

**PURPOSE**

To provide local offices with the new reporting instructions, the new format and the Monthly Activity Reporting disk on which to submit the Volunteer Services activity reports.

The Volunteer Services Monthly Activity Report has been revised and simplified. Many of the reporting requirements have been eliminated. Only information that is needed by the readers (end-users) of the report and the stakeholders is being requested.

There is a fundamental paradigm shift in the way volunteer services are reported and counted. Volunteer Services Coordinators are asked the purpose (outcome) of the service activity and to count services based on one of the five FIA mission objectives:

- Financial
- Medical
- Social/Emotional
- Self-sufficiency
- Protection

The instructions that are attached give numerous examples on how to report and count services from an outcome focus.

**MANUAL  
MAINTENANCE  
INSTRUCTIONS**

File in Services Manual Item 204.

This information replaces and obsoletes Services Manual Item 204.

**MANUAL  
MAINTENANCE  
INSTRUCTIONS**

**Changed Items ...**

**SRM 204**